

## Sample Return to Duty (NOA 292)

Used for the following types of actions that return an employee to pay or duty status after a documented period of nonpay or nonduty status:

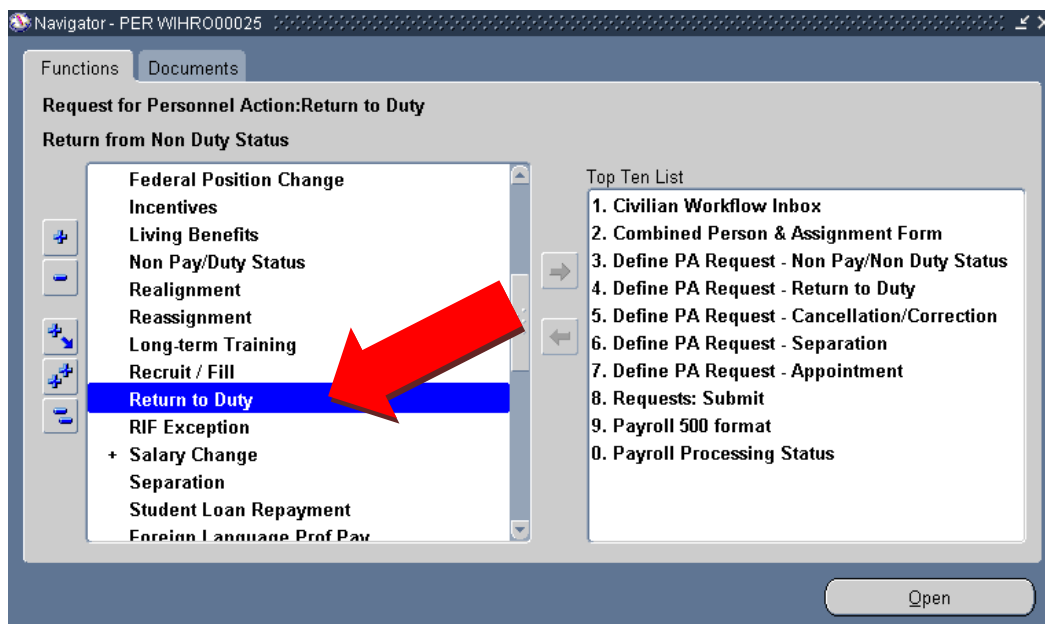
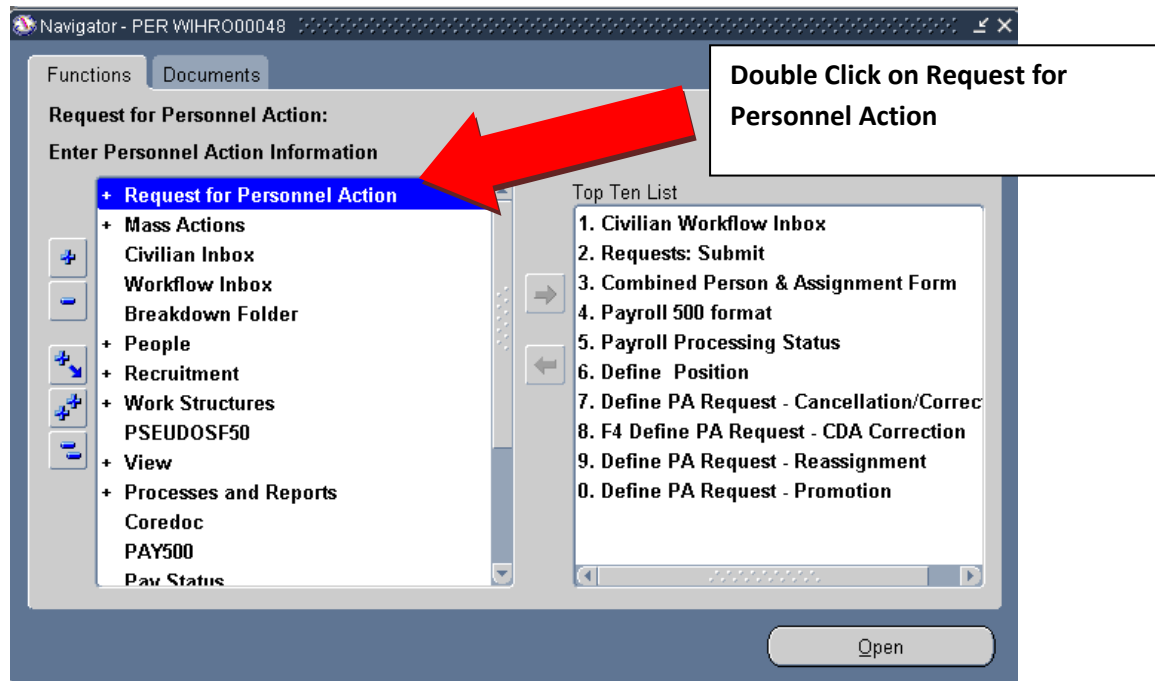
- Return to Duty (RTD) (from LWOP, LWOP-US, or suspension) (NOA 292)

Do not use for:

- Putting an employee on nonpay or nonduty status.
- Extending a period of nonpay or nonduty status.

Include on the RPA (always complete Part A):

- Employee name in Part B.
- In Block 5-A enter the NOAC 292
- 



Request for Personnel Action (Return to Duty, Routing Group:NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Em

**PART A - Requesting Office**

1 Actions Requested

**Return to Duty**

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

Kappus, Ricky N

Telephone Number

DSN 724-3712

4 Prop. Eff. Date

06-APR-2011

Request Date

21-MAR-2011

Concurrence Date

21-MAR-2011

ASAP

Request Date

Concurrence Date

21-MAR-2011

21-MAR-2011

**PART B - For Preparation of SF 50**

1 Last Name

First Name

2 Social Security Number

**FIRST ACTION**

5-A Code

292

5-B Nature of Action

RTD (Return To Duty)

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

**SECOND ACTION**

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

6-E Code

6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Fill Part A –Requesting Office.

Fill Part B – For Preparation of SF 50

Type in your Nature of Action. Use the LOV button if NOA is unknown.

Request for Personnel Action (Return to Duty, Routing Group:NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART A - Requesting Office**

1 Actions Requested

**Return to Duty**

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

Kappus, Ricky N

2 Request Number

Telephone Number

DSN 724-3712

4 Prop. Eff. Date

06-APR-2011

Request Date

21-MAR-2011

Concurrence Date

21-MAR-2011

ASAP

Request Date

Concurrence Date

21-MAR-2011

21-MAR-2011

**PART B - For Preparation of SF 50**

1 Last Name

First Name

Middle Name

2 Social Security Number

3 Date of Birth

4 Effective Date

**FIRST ACTION**

5-A Code

292

5-B Nature of Action

RTD (Return To Duty)

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

**SECOND ACTION**

6-A Code

6-B Nature of Action

6-C Code

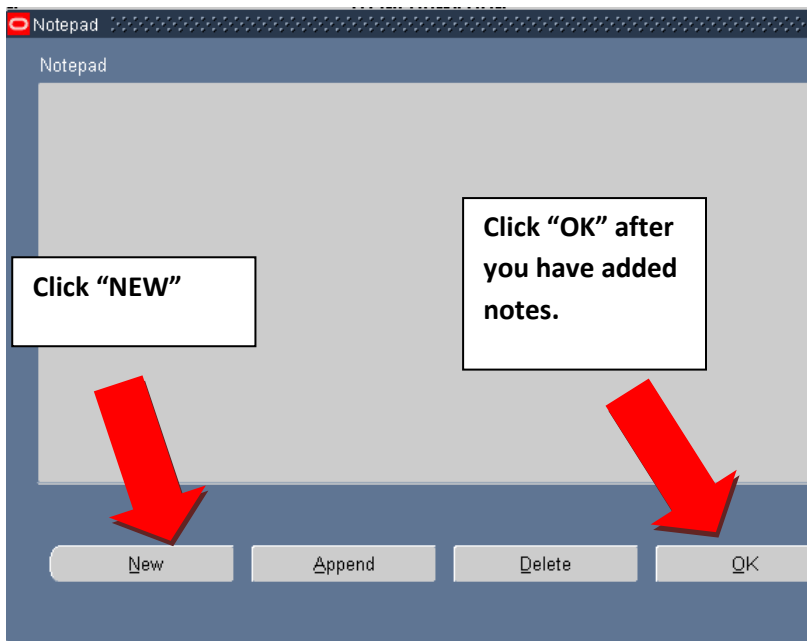
6-D Legal Authority

6-E Code

6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.



**Add the following information into the Notepad:**

- 1) DD 214 or refrad order if available (amended orders).
- 2) Checklist for returned to duty has been filled out by employee & submitted with this request.
- 3) TSP 41 has been submitted if employee has a TSP Loan.  
(\*Can be emailed to Services section if attachment does not work)
- 4) FEHB election (see checklist for options)

**Supervisor Contact Information:**

**Email Address:**

**Phone Number:**

File Edit View Folder Tools Window Help

Request for Personnel Action (Return to Duty, Routing Group:NG\_ROUTING\_GP)

Save Family Refresh Status

Request Info Position Data Employee and Position Data Remarks and Address

**PART A - Return to Duty**

1 Actions Requested  
**Return to Duty**

2 Request Number

3 For Additional Information Call (Full Name)  
**Otwaska, Stacy L**

Telephone Number  
**DSN 724-3712**

4 Prop. Eff. Date  
**06-APR-2011** ☐ ASAP

5 Action Requested By (Full Name)  
**DYKSTRA, JUNE A.**

Title  
**ASSISTANT HUMAN RESOUR**

Request Date  
**21-MAR-2011**

6 Action Authorized By (Full Name)  
**Kappus, Ricky N**

Title  
**DIRECTOR OF MANPOWER**

Concurrence Date  
**21-MAR-2011**

**PART B - For Preparation of SF 50**

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

**FIRST ACTION**

5-A Code  
**292**

5-B Nature of Action  
**RTD (Return To Duty)**

5-C Code  
**...**

5-D Legal Authority

5-E Code

5-F Legal Authority

**SECOND ACTION**

6-A Code

6-B Nature of Action

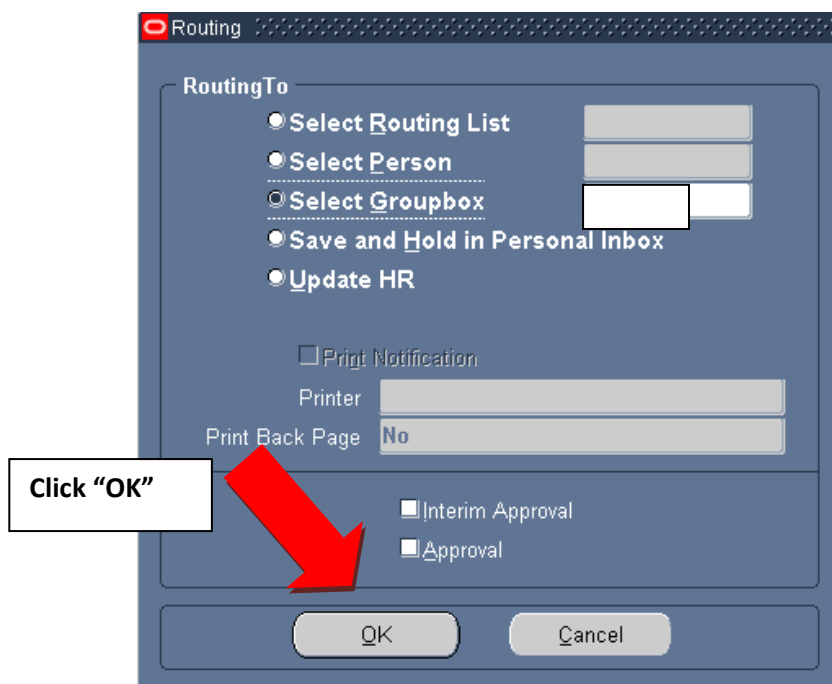
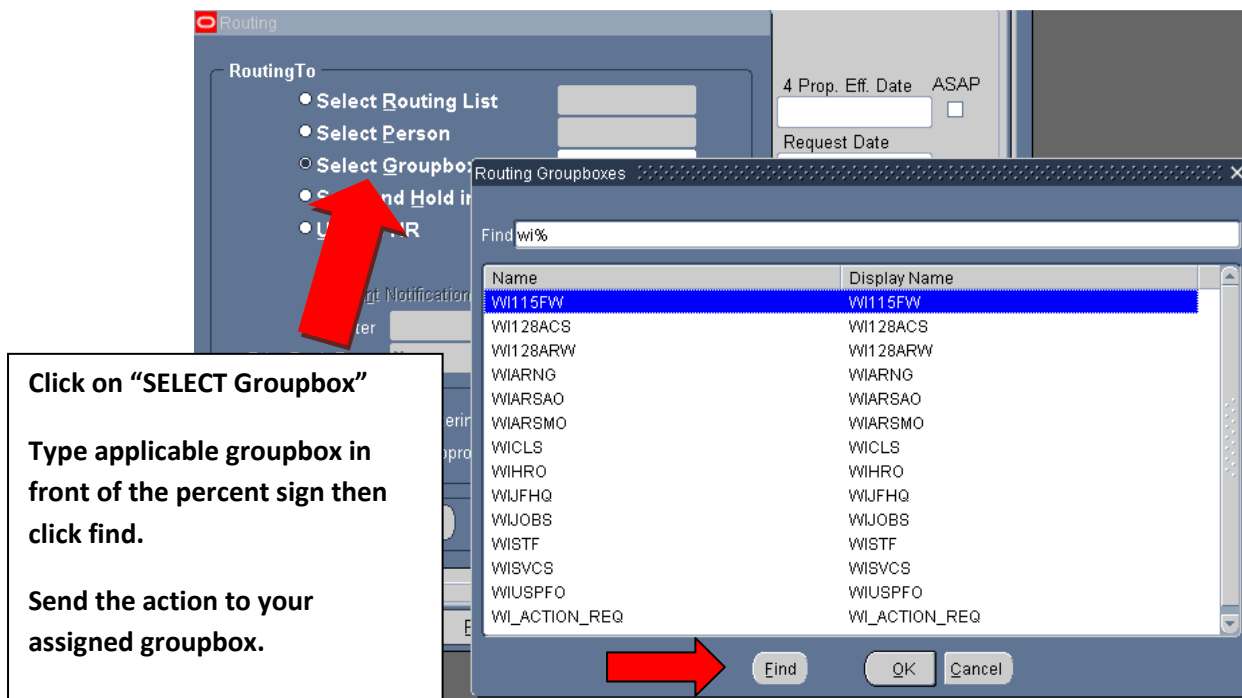
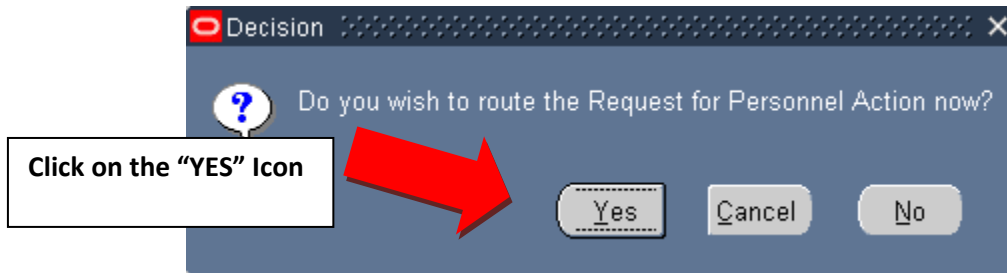
6-C Code

6-D Legal Authority

6-E Code

6-F Legal Authority

History Extra Information Person Position (B) Others... (D)



Forms

Generated Request Number : 11MARWIHRO0000128257

OK

Just click "ok" again.

Add/edit your "Routing/Comments" in your inbox/groupbox.

Notifications Summary

WI-SAD

☒ Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	• • • • •
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	• • • • •
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

You must also submit a the checklist (TSP 41 if applicable). No action will be completed on this ERPA without the necessary documents.

**\*\*Note\*\*** If you have any questions on this Electronic Request call DSN: 724-3712/3705/3709 or COM: 608-242-3712/3705/3709.